T A R R A N T C O U N T Y H O M E L E S S C O A L I T I O N

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**Date:** 07/09/2019

**Position:** CoC Planning Coordinator

**FLSA Status:** Exempt

**Job Status:** Full Time

**Reports To:** CoC Planning Manager

The CoC Planning Coordinator will work with the CoC Planning Manager in the performance monitoring, evaluation and technical support of homeless prevention, diversion, and outreach programs, crisis housing services, and short and long term housing and services that receive federal, state, or local Continuum of Care, Emergency Solutions Grant, or other homeless funding. The CoC Planning Coordinator will plan and implement meetings and analyze program performance data as well as participate in Continuum of Care activities throughout the year.

The CoC Planning Coordinator is part of a team that is responsible for: Program Performance Monitoring, Evaluation & Technical Support, Systems Level Monitoring & Performance Evaluation, Coalition Meetings & Trainings, New Agency on-boarding, Policy Updates, Special population initiatives and CoC related activities.

**Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**System & Program Performance Monitoring, Evaluation & Technical Support**

* Provide coaching and guidance for service providers to ensure reliable and accurate data for annual performance reporting
* Ensure data accuracy and compliance through use of Efforts to Outcomes (ETO) Homeless Management Information System (HMIS) software
* Conduct routine monitoring and performance evaluations for grant recipients to provide opportunities for program compliance and performance improvement
* Serve as point of contact for grant recipient questions and concerns regarding HUD stated data performance requirements
* Collect and organize information, statistics, and other data sources for system level performance, evaluation and monitoring
* Coordinate and facilitate relevant committees and ongoing meetings
* Plan and coordinate sponsored trainings with local partner agencies
* Assist with the annual point in time count of the homeless including volunteer recruitment, training and data collection

CoC Planning Operations

* Research and develop tools utilizing best practices in regard to local and HUD policies and standards
* Lead special population initiatives for the CoC
* Prepare policy briefs and updates around national, state, and local legislative policies and proposed changes
* Ability to effectively engage with stakeholders, community leaders, and agency staff
* Provide additional support for HUD required planning responsibilities

Qualifications

* Desire and commitment to prevent and end homelessness
* Excellent oral and written communication skills
* Independent problem solving and decision making
* Great customer service orientation to internal and external relationships
* Strong analytical skills
* High degree of computer literacy including excellent command of Microsoft Office and Adobe Acrobat, as well as web-based interface applications such as Constant Contact and Survey Monkey, required

Education and Experience

* Bachelor’s degree required from an accredited, four-year college or university with major course work in social work, business or related field; Master’s Degree in Social Work, Public Administration, Public Health, Business Administration or related program preferred
* Minimum of two years professional work experience with direct responsibility for grant or program compliance, including: performance reporting, data analysis, etc.
* This position accesses information that is confidential and highly sensitive; therefore, candidates must clear a criminal background check in compliance with the Continuum of Care’s data security standards

**Work Environment**

* Office setting, mostly seated for long periods of time, walking/standing/lifting may be required.

**Statement on Diversity**

The staff, customers, stakeholders, and colleagues of the Tarrant County Homeless Coalition reflect the diversity of our community. TCHC’s services conform to Federal Fair Housing Laws and the City of Fort Worth’s public policies on non-discrimination. Employees of TCHC are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, transgender, gender identity or gender expression.

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| The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.  |

By signing this job description, I acknowledge that I have had an opportunity to review it and ask questions about it.

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Signature Date